

# LIBRARY OCCURRENT

ISSUED BY THE  
PUBLIC LIBRARY COMMISSION OF INDIANA

Vol. 4, No. 7

INDIANAPOLIS

July, 1916

## COMMISSIONERS.

MRS. ELIZABETH C. EARL, *President*, Connersville.  
JACOB P. DUNN, Indianapolis.  
WILLIAM W. PARSONS, Terre Haute.

## EXECUTIVE STAFF.

HENRY N. SANBORN, *Secretary and State Organizer*.  
CARRIE E. SCOTT, *Assistant State Organizer*.  
ELIZABETH RONAN, *Assistant State Organizer*.  
ELIZABETH OHR, *Assistant*.  
GRACE HORNE, *Assistant, Traveling Library Department*.  
ELIZABETH B. NOEL, *Stenographer and Assistant*.

Issued in January, April, July and October.  
Distributed free of charge in Indiana.

Entered as second class matter June 13, 1911,  
at the postoffice at Indianapolis, Indiana, under  
the act of July 16, 1894.

## A MILESTONE.

When the largest city in a state builds a new library building, naturally the largest in the state, it marks an important step in the history of library progress. On March 24th was laid the corner stone of the new Central Public Library building at Indianapolis. A description of this structure, which will cost more than \$500,000, derived from a bond issue, may better be postponed until the dedication some time next spring. The spirit of James Whitcomb Riley, who gave part of the site, valued at \$100,000, was the spirit of the day, though the poet himself was in Florida. The corner stone was laid by Edmund H. Eitel, Mr. Riley's nephew, and 1,000 high school students sang Mr. Riley's "Messiah of Nations." Mr. Joseph H. Keller, president of the Indianapolis School Board, paid a tribute to Riley, and Meredith Nicholson, in the principal address of the day, spoke at length on Riley's appeal as a poet and a

man, characterizing him as "The best loved man our state has produced."

On the platform were more than 500 guests, invited by Miss Eliza G. Browning, including many of the most prominent citizens of Indianapolis. The beauty of the day added greatly to the enjoyment of the program.

On March 21st Miss Helen Davis was married at her home in Indianapolis to Mr. Cornelius M. Smith of New York City. For six years Miss Davis was in charge of the Traveling Library Department of the Commission office. During her period of service, the number of volumes sent out to traveling library stations more than doubled. Through her correspondence and attendance at library meetings, Miss Davis made many friends in the state, who will be sorry to learn of her leaving the Commission staff, though they will congratulate her upon her marriage.

Miss Grace L. Horne, who for more than two years has been the efficient and conscientious assistant in the traveling library department, will assume charge of the traveling libraries.

Miss Elizabeth Ohr, of Indianapolis, a graduate of the Wisconsin Library School, has been appointed to a position of general assistant on the Commission staff and began her work the middle of June.

## INDIANA'S EXCELLENT RECORD.

Though it may seem dangerous to praise, it seems merely fair to let the library boards of the state know how honestly they have lived up to their agreements made with the Carnegie Corporation as to the amount to be expended annually upon the support of their libraries.

The danger of such praise is that some short-sighted trustees will interpret it to mean that in spending the required ten per cent. of the cost of the building for annual maintenance, they have been fulfilling not only their obligations to the Carnegie Corporation, but also their obligations to the citizens of their community. The Carnegie Corporation has always been very clear in its statement that the ten per cent. requirement is a minimum requirement, but, notwithstanding, some few library boards still feel that it is sufficient for running a creditable library. With this word of warning, then, the library boards of Indiana can take satisfaction in the knowledge that the communities in Indiana which have supported Carnegie buildings for five years or more have, with one exception, lived up to their promises, and that the one city that has kept Indiana from having a perfect record, has only slightly fallen below the requirement. A letter from the Carnegie Corporation to the Secretary of the Commission gives this statement authority:

"You will no doubt feel that the annoying amount of correspondence made necessary by these two communities is more than atoned for by the fact that Indiana can now be listed as one of the states with practically a perfect record, a position made more noteworthy by the large number of buildings in the state. And we look upon \_\_\_\_\_'s failure to expend sums averaging as high as the pledged amount as being a more or less technical breaking of the letter of the pledge, inasmuch as the extent of the deficiency has averaged \$15 under the required \$\_\_\_\_\_."

It may also be pardonable to print another sentence of a letter from the Secretary of the Carnegie Corporation: "It will be interesting to you to know that in the number of its library buildings, as well as in the general attitude adopted by Indiana as evidenced by your communications, the state is in the front rank."

Such appreciation is no cause for pride, for one should not be proud of living up to one's obligations. The libraries of Indiana will have cause for pride only when they spend and spend wisely, much more than their contracted ten per cent. towards the end of perfect library service.

### A NEW THING IN TOWNSHIP EXTENSION.

The most interesting innovation in the library world of Indiana for some time—at least as far as rural service goes—is the starting by the Plainfield Public Library of house to house book delivery with a specially constructed automobile. Elsewhere in this number Miss Mayme C. Snipes, the librarian, has explained the plans for conducting this service. Book wagons are not new, though they are not numerous. Indiana is particularly well adapted to library service by book wagons for the township patrons. The roads in the state are better than in many states and the country is level enough so that no high hills cut off districts, as would be the case in western or eastern mountainous states. The most encouraging thing, perhaps, about this undertaking by Plainfield, is to see a library board who does not look upon township extension as means of increasing the revenue of the town library, but as an opportunity for service, with the realization that service is essential. Books without service are like salt without the savour.

Another method of administering township extension service, recently adopted for the first time in Indiana, is the system adopted by Bluffton of paying the persons in charge of rural deposit stations a monthly salary in proportion to the circulation. If, for instance, 100 books are circulated, the librarian receives \$1.00; if 500 books, \$5.00. This is found to be more economical than a flat rate of recompense. This system has been in operation in Cincinnati in the county stations for some time.

As a repeated suggestion in regard to township extension, it may be wise again to remind library boards that township taxes are levied the first Tuesday in September. If a library has been having a tax from a township, this tax must be continued if the records show that the families of ten per cent. of the taxpayers have used the library in the year. If citizens wish township service for the first time, a petition signed by fifty resident real estate holders in the township

will compel a tax levy. Whether the tax is a new or a continued tax, the secretary or some other member of the library board should be sure that the tax is levied, and properly entered upon the county auditor's books.

### THE NATIONAL CONFERENCE OF CHARITIES AND CORRECTIONS.

From May 10 to May 17 the National Conference of Charities and Corrections met in Indianapolis. To those interested in library affairs, the session of the Division of Public and Private Charities on Saturday morning, May 13th, was of especial interest. This session was devoted to "Libraries in Institutions for Dependent, Defective and Delinquent Classes." The program prepared by Miss Miriam E. Cary, supervisor of the state institutional libraries of Minnesota, included:

Report of a Survey of Institution Libraries, Florence R. Curtis, Library School, University of Illinois, Urbana; The Importance of Organized Libraries in Institutions, Edith Kathleen Jones, Librarian, McLean Hospital, Waverly, Mass.; The Outlook in Indiana, Henry N. Sanborn, Secretary, Indiana Library Commission, Indianapolis; The Book and The Boy, W. L. Kuser, Superintendent Iowa Industrial School of Boys, Eldora.

In connection with the Conference, there was held in the State House corridors an extensive exhibit of the work of various institutions interested in social welfare.

The exhibit of the Public Library Commission attracted attention. The space occupied was 34 x 12 feet. On three sides burlap partitions were erected and covered with posters illustrating the activities of the Commission and the libraries of the state. About half of the exhibit was devoted to the work of institution libraries, chiefly in Indiana, but also in Iowa, Nebraska and Minnesota. The Library School of the University of Illinois lent a very excellent exhibit, illustrating library work with the blind.

Maps and charts were also used to show the work of the Traveling Library Department of the Commission.

As 1916 is the centennial year of Indiana statehood, that part of the exhibit dealing

with public libraries was designed largely to show the growth in public libraries from 1816 to 1916. Posters in this part of the exhibit showed also the state of rural extension, children's work, library instruction in schools, the use of the auditorium, and other undertakings of public libraries.

Besides wall exhibits, there were shown books suitable for various institution libraries, in groups of fifty for each kind of institution.

That part of the exhibit which attracted most attention, perhaps, was the two old collections of books from the old County Library at Rockport and the old Township Library at Brookville. Thousands of persons visited the exhibit and asked many questions of those in charge.

### TRUSTEES' SECTION.

#### Are You Trustee or Librarian?

This question ought to be a helpful one for every library trustee and every librarian to ask himself. If you are a trustee you are perfectly certain that you never forget that you are a director, not an administrator of the public library, that you are primarily concerned with policies and not with the details of management? Do you ever take it upon yourself to try to boss the librarian, in a way that, if you were librarian, you would consider interfering? Do you realize that you are one of several members of a board, and that you ought not to give to your librarian directions on your own initiative before you have discussed the matter in board meeting? If you are a librarian, are you certain that you never take matters into your own hands that the board should decide? Do you accept suggestions tactfully? Are you willing, merely for the sake of courtesy and policy, to consult your board on matters that are without question your right to decide?

The duties of a library trustee and the rights of a librarian have been discussed at so many meetings and in so many library periodicals, that one would suppose there need for no further discussion on the subject, and yet at every district meeting, at every round table, and constantly in correspondence,

there come up such questions as, "Who selects the books, the book committee or the librarian?" "Should the librarian be present at every board meeting; if so, when can the board discuss the librarian's work?" "Who arranges the schedule for the librarian and her assistants?" One reason why these questions constantly recur is because, although they appear to be general questions, they are in reality individual questions, and can be answered in general only for ideal conditions. Misunderstanding on such matters as these usually arises from a misconception of the relations of a trustee and an executive officer. The library trustees who makes rulings for the librarian as to whether she shall circulate reference books, or have her assistant come at 1 o'clock instead of 3 o'clock, or mend a book or discard it, is in much the same position as he would be if, as a trustee of a hospital, he should attempt to dictate to the superintendent when the patients should be bathed, or when a nurse should go on duty, or whether a hot-water bottle should be replaced or used a while longer. A librarian should be, in a measure at least, an expert. If she does not know better how to plan the work for herself, her assistants, and the janitor, than any individual board member, she ought not to be the administrative head of a library. How can any board member know what the public reads and needs as well as the librarian who is meeting this public every day? On the other hand, in smaller towns especially, individual board members often know more of books in general than does the librarian, and so should have much to do in making out the list of books to be ordered, but the librarian's opinion should have the most weight as to the need of any particular book in the community.

If the library lacks funds for proper assistance for the librarian and any member of the board wishes to help the librarian, such a member can be of great assistance, but the librarian should then direct the work of the board member.

There are enough duties for a board of trustees, if they consider and decide upon the recommendations of the librarian, if they approve the budget and expenditures,

if they attend board meetings, if they see that the library has adequate financial support, if they make sure that the librarian is getting the required results, if they make sure that their library is a leader among libraries, not a trailer. There can be no controversy between the board and the librarian over "rights" unless one or the other is overstepping bounds. The only safe rule for a board member to follow is to post himself on the standard of service that a library should attain; to be on the *qui vive* for progressive ideas, and to shift as much of the responsibility of administration upon the librarian as the librarian can stand. If the board has tried a librarian and found her wanting, then is the time to take responsibility from the librarian, or, better still, to get a responsible librarian. Most persons grow under responsibility, and librarians are no exceptions. A board member who wishes to take away responsibility from a librarian, is making it impossible for the librarian to grow, is weakening the effectiveness of the library, and by a petty sense of importance, is injuring the dignity of the library board.

Although it is more common for board members to encroach upon the rights of the librarian, than for the librarian to assume the duties of the library board, librarians are not blameless in this respect. A lack of tact, on the part of the librarian is generally the principal cause of this latter situation. Perfectly just privileges are often better asked than assumed. A librarian with proper tact, and at the same time firmness, will in the long run have no trouble in convincing all but the most exceptional board member that she is better able than the trustees to manage the library and that she can be trusted to do so without loss of dignity on the part of the trustees.

---

#### Business Forms for Library Boards.

---

Correspondence in regard to the recent reports sent to the Carnegie Corporation revealed in the cases of several libraries an unbusinesslike method of handling routine business and of keeping accounts. For some time the Commission has taken pains to call



the attention of each new library board to recommended forms for vouchers, warrants, and accounts. It is possible, nevertheless, that printing these forms may be of use to library trustees and librarians alike.

All bills should come to the librarian for checking, to see that all purchases have been received as ordered, or that all services have been properly rendered, and all work accept-

ably done. When she has examined all claims, she should O. K. each bill. These monthly claims are then arranged according to the class of expenditures, so that, for instance, all book bills come together, all salary items together, all supply items together. After these have been so arranged, the following voucher form should be filled, listing each claim.

Ideal City, Indiana, January 1, 1916.

To the Ideal City Public Library Board:

The following claims are due and payable:

Date.	Claimant.	Nature of Claim.	Amount.
15 Dec., '15.	A. C. McClurg.....	Books.....	\$25.00
1 Jan., '16.	Mary Brown, librarian.....	Services.....	45.00
1 Jan., '16.	James Jones, assistant.....	Services.....	20.00
1 Jan., '16.	Jack Smith, janitor.....	Services.....	15.00
20 Dec., '15.	Walker & Walker.....	Coal.....	60.00
18 Dec., '15.	Phoenix Insurance Co.....	Insurance.....	25.00
26 Dec., '15.	Library Bureau.....	Catalog cards.....	5.00
1 Jan., '16.	Post Office.....	Stamps.....	2.00
3 Dec., '15.	Mary Brown.....	Expenses to District Meeting.....	6.00
Total.....			\$203.00

Balance in bank, last report..... \$50.00

Balance, librarian's petty cash report.... 1.15

Total funds on hand..... \$51.15

Receipts from town..... 500.00

Receipts from township..... 350.00

Receipts from fines..... 5.35

Receipts from other sources..... 50.00

Total funds on hand..... \$956.50

Above claims..... 203.00

Balance..... \$753.50

I hereby certify that the above statement is correct.

(Signed) Mary Brown, Librarian.

Approved by the Finance Committee.

(Signed) John Lamb, Chairman.

To this voucher, signed by the librarian, should then be attached the bills in the order listed and the whole handed to the chairman of the Finance Committee for approval. When the Finance Committee has approved, the chairman signs the voucher as indicated, and the busi-

ness is ready for presentation to the full board at its monthly meeting. After these claims are allowed, the warrants can be signed and issued as payment for the bills. The form warrant printed here was recommended by the State Board of Accounts and is in use in most libraries:

<i>(Library Stub.)</i>	<i>(Treasurer's Stub.)</i>	<i>Public Library Fund.</i>	<i>No. 153</i>
No. 153.       \$45.00	Public Library Fund.	IDEAL CITY PUBLIC LIBRARY.	
Jan. 3, 1916.		Ideal City, Jan. 3, 1916.	
To Mary Brown,	No. 153.       \$45.00	To the Treasurer of the City of Ideal City:	
For services as librarian	Jan 3, 1916.	Pay to Mary Brown.....\$45.00	
	To Mary Brown,	Forty-five and-----00-100 Dollars	
Brought forward 931.50	For services as librarian		
Deposit.....	Allowed by Public	IDEAL CITY PUBLIC LIBRARY.	
	Library Board.	Payable at	
Total.....	Jan. 1, 1916.	The First National Bank.	
This warrant.... 45.00	Nathan Gore, Pres.	Isaac Wilson, Secretary.	
	Isaac Wilson, Secy.	Nathan Gore, President.	
Balance.....\$886.50		Countersigned: David Chandler, Treas.	

This is in effect a check with two stubs.

The treasurer who countersigns the warrant is the city or town treasurer, who by Indiana law, must act as treasurer of the library board, and must honor any warrant signed by the president and countersigned by the secretary of the library board. The counter-signature of the city treasurer is not absolutely necessary, but is advised by the State Board of Accounts. This warrant so countersigned may be sent with the bills for payment. Warrants are payable at whatever bank is used as a depository by the city treasurer.

These vouchers, after action has been taken at the board meeting, can be kept as authorized monthly statements of expenditure. The bills, when returned receipted, may be filed in a vertical file alphabetically by firm, or alphabetically under place and then by name; and they will so serve as an itemized account of library expenditures and an index to the monthly vouchers and the classified account, to be kept as hereafter explained.

The budget system was urged and explained in the Occurrent for April, 1915. When one has set aside a definite part of the income for some particular purpose, one finds it quite essential to know just how much of that part has been spent at any given time during the year. A classified account of receipts and expenditures will always make it possible to tell the exact amount expended and the exact balance in any one division of the fund or in the whole library fund. Furthermore, such a method of bookkeeping is the most economical of time and space. The double page is ruled vertically into columns, each

column (except the ones for the name of the claimant, the date, and the number of the voucher) is only wide enough for five to seven figures. At the head of each column is written the names of the sources of income and the disbursement. From left to right the columns across the double page will read:

	Date
	Name
	Warrant number
	(Tax receipts—town
	Tax receipts—township (a col-
	umn for each township)
	Interest on funds
Receipts.....	Fees (cards, etc.)
	Fines
	Gifts
	Other sources
	Total receipts
	Balance (total).
	(Total expenditures
	Books
	Periodicals
	Binding
	Salaries, library service
	Salaries, janitor service
	Rent (if any)
Expenditures	Heat
	Light
	Building maintenance
	Insurance
	Supplies and printing
	Postage
	Express and drayage
	Other maintenance.

In the name column is written the name of the firm or individual to whom the warrant

is issued and, if necessary, in parenthesis, information as to the nature of the purchase<sup>s</sup> as (shellae). The number of the warrant, or check, is in the next column, and the amount of the warrant is written on the same horizontal line as the name and in the column headed books, salaries, or insurance, as the nature of the expenditure may be. On the first horizontal line on the first page of the account for each year, should be written in red in each of the disbursement columns, the sum appropriated in the budget for each class of expenditure. On the next to the bottom line of each page, it is well to total the expenditures of each column, and on the bottom line to write in red the balance left in each fund. Then on the first line of each new page, in each column, can be placed the total expenditures so far, brought forward. From such bookkeeping, one can tell at a glance the balance or expenditures as a whole or in any one fund provided by the budget.

Books, or loose sheets, so ruled, with as many as thirty columns, exclusive of those for date, name, and warrant number, may be purchased at a stationers. The Democrat Printing Company of Madison, Wisconsin, publishes sheets with headings already printed, which can be adapted to the needs of Indiana libraries, although, especially if a town is doing extension work and wishes to keep a separate account of the township taxes, it is probably best to buy the ordinary sheets from a local stationer, or from Indianapolis, Chicago, Louisville or Cincinnati.

If a librarian keeps her accounts in this way, she will find the monthly and annual financial reports no great burden, and the bookkeeping itself will take a very little time each month. Furthermore, if the State Board of Accounts, as is likely, or any taxpayer—and any taxpayer has the right—wishes to know the receipts and expenditures of the library, the accounts will be in such shape that one can see at a glance the financial history of the institution.

#### SUMMER SCHOOL.

The fifteenth session of the Summer School for Librarians, conducted by the staff of the Public Library Commission of Indiana, is

being held at Butler College, Indianapolis, from June 19th to July 29th. There are thirty-two students registered for the regular six weeks' course, and eight for the special two weeks' course. Miss Flora B. Roberts, librarian of Pottsville, Pa., is to conduct this special course, and is to give an additional week to lectures for the students in the regular course. These extra lectures by Miss Roberts will, to a considerable extent, take the place of lectures hitherto given by visiting librarians from within and without the state. Miss May Massee, editor of the "A. L. A. Booklist," will talk to the school. Mr. Frederick G. Melcher, Manager of the W. K. Stewart Co., of Indianapolis, and prominent in the American Booksellers' Association, will also be one of the lecturers.

For the first time, the Commission is issuing a detailed outline of the course offered at the Summer School. This outline includes synopses of lectures, problems, lists of books used and recommended. This material, formerly distributed in part in the form of stencils, will make the work of both students and instructors easier.

The students registered, are:

Lucy Balcom, Assistant, Indianapolis.  
 Ola Boling, Assistant, Clinton.  
 Florence Bennett, Assistant, South Bend.  
 Mary Cain, Assistant, Indianapolis.  
 Alma R. Curtis, Assistant, Valparaiso.  
 Margaret Davis, Assistant, Carlisle.  
 Nellie Dipboye, Assistant, Columbus.  
 Mary Fishback, Assistant, Terre Haute.  
 Nannie Mae Glover, Assistant, Evansville.  
 Irma Hauck, Librarian, Aurora.  
 Annabelle Highman, Librarian, Mount Vernon.  
 Edna B. Johnson, Assistant Librarian, Connersville.  
 Miriam Krom, Librarian, Vevay.  
 Dorothea Krull, Assistant, Indianapolis.  
 Ida A. Lewis, Librarian, Shelbyville.  
 Jessie E. Logan, Assistant Librarian, Plymouth.  
 Lyndell Martling, Assistant, Mishawaka.  
 Ruth M. Miller, Assistant, Kokomo.  
 Grace E. Mitchell, Librarian, Mitchell.  
 Etta Muenich, Assistant, Hammond.

Miriam Netter, Librarian, Warsaw.  
Lail Nieul Kirk, Assistant, Gary.  
Bertha L. Ogden, Librarian, Milford.  
Alpha Perkins, Children's Librarian, Lebanon.

Doris Petra, Librarian, Francesville.  
Mrs. Emma Phillips, Librarian, Tell City.  
Leota Price, Reference Librarian, Lebanon.

Delight Rambo, Assistant, Warsaw.  
Bernice Ruprecht, Assistant, Union City.  
Ella E. Shoup, Assistant, Goshen College, Goshen.

Grace Walker, Branch Librarian, Indianapolis.

Rachel Woodke, Assistant, Gary.

### QUESTION BOX.

*Will you kindly inform me what items of the librarian's report as read at our regular meetings should be put on the minutes and in the secretary's permanent record?*

The secretary's minutes of a library board meeting should be a record of matters considered at the meeting and of any action taken. If a report, like the librarian's report, or the report of some committee, is read, the details of this report need not be incorporated in the minutes. All details of circulation, accession, fines, and other activities of the library are kept by the librarian. For this purpose daily, monthly and annual report blanks are furnished by the Public Library Commission. These reports should, of course, be kept in the files of the library for reference, but the secretary's minutes need show only that the report was read and accepted. The same is true of the financial records of the library. Whether the secretary of the board or the librarian keeps the books of the library, they are kept separately, and the information which they contain is not incorporated in the minutes of the meetings which approve these expenditures.

If the minutes contained all these details, there would be great duplication of work, and great waste of time, in the meetings of the board, for the members would have to hear the various reports when acted upon, and then hear them reread at the next meeting. The discussions, also, that take place on various

matters do not need minute reporting, as long as the record of the final action, and perhaps, in special cases, the record of how each member voted, are kept.

### SOME THINGS OUR LIBRARIES ARE DOING.

#### Auto Book Service—House to House—Plainfield.

The Plainfield Public Library is formulating plans to further its service to the rural people. We have long realized that the work through the schools and by deposit stations has not fully touched every home. Our ideal plan has been an auto book wagon reaching every family frequently.

The Board took up this idea for discussion at a meeting early this Spring. The fact that the library is to serve two townships this year caused the board to consider the auto book service seriously. Some time was spent in figuring the cost per year of service by stations, by hired and by owned auto.

The cost of maintaining stations in both townships, allowing only \$5.00 a month for help at the stations, was \$600.00; cost of auto hire, making trips throughout the townships, reaching every family at frequent intervals, \$480.00; cost of maintaining owned auto, \$350.00.

#### Cost of equipping library for auto service:

Ford chassis.....	\$360.00
Electric starter.....	73.75
Horn, speedometer, windshield, fore and tail lights, dome light, tool box.....	24.06
Body of wagon.....	105.00

**\$562.81**

The special body is being made by a local wagon maker, hence the saving in cost. The body is constructed with shelves on the sides, leaving a runway between the shelves through the center for storage; one drawer and a drop leaf is arranged on one side, the drawer for book cards and application blanks, the leaf for writing. The body is entirely enclosed, glass being used in the doors.

After equipping the library with its own machine, it can readily be seen that it is more



economical, and is the most efficient means of giving library service to all the rural people. Half of the people living in the townships seldom, if ever, come to the library. These people share in the support of the library and in turn the library must give them service, and profitable service. Preliminary trips are being made to familiarize ourselves with the roads and the number of people living on the main and cross roads, in order to plan permanent routes. It is essential to carry a map and a note book. Numbering the houses on the map and name of the family in the book.

The first trial trip was made to the farthest part of the out-township. A member of the Board furnished the machine, going along as driver. A mistake would be made if a number of boxes of books and application blanks were not taken along. It took more time to tell the people about the service on the first trip than on any other. It was a new idea. They had never heard of such a thing before. A few were indifferent, some were too busy to read now, but would take books later when the busy season was over.

The majority thought to have books brought to them every few weeks was going to be the best thing that had come to the rural people. Forty-two homes were made on the trip, twenty-one families reached and thirty-six new borrowers registered. The borrower may keep the books six weeks, in the meantime the neighbors may exchange books, always getting the books back to the original borrower by the time the auto comes again. If the borrower wishes to return his books to the library by parcel post and have others sent, these being taken up at the end of six weeks, he may do so. Since the first trip we have been going out in a five passenger Ford, taking five boxes of books with us, each box containing 25 books. These trips are costing \$5.00 per day. We have made four trips. One hundred ten families have been reached, 164 new borrowers registered, and 307 books loaned.

We are planning to number our routes and file the book cards under the name of the township, rout No. 1, or 2, or whatever number it may be. The borrower's card also indicates the township to which the borrower belongs. We expect to use the Ford until the book-

wagon is ready for use, which will about the first of July.

Our plan then is to use the book wagon for all rural service. In reaching every family, delivering books to the schools, and in every possible way making it useful to the people.

The books loaned to the school will be for the use of the teacher and all school work. A permanent branch is to be established in the two township high schools. There are several interesting country clubs, and our work with these has already begun. We loaned all the books we had of Henry Van Dyke to a member of one of the clubs and she takes charge of the books, loaning them to the other members. We urge the patrons to indicate to us what books they wish, either when we call or by the phone or by post, and the books will be brought on the next trip, or, if the want is urgent, the books will be sent by parcel post.

Our aim is to meet the needs of the home, school and club with the quickest and best service possible. When we have given the personal touch to the rural community, then we shall feel that the library is serving its rural sections ideally and profitably. The township with auto book service will get this personal touch, for the librarian or assistant must accompany the auto book wagon on all trips. In this way the librarian grows to know all of her patrons and it means so much to both the librarian and patron to meet and to be able to talk things over together.

MAYME C. SNIPES, Librarian.

#### Better Films at Michigan City.

The Michigan City Public Library, realizing that the motion picture has unquestionably come to stay a permanent, potent factor in our lives, and that it is a powerful educational influence in America, is giving its services to procure proper motion pictures for children.

The library believes that it is just as essential for children to see good films as it is to read good books, and for that reason has decided to select films for them, those showing fairy tales, industrial and educational subjects and wholesome comedy.

Mrs. Harriette Ohming of the Starland Theater, has agreed to lend her theater for

the experiment and will finance it, while the library will select the film and see that the children are taken care of properly. These special children's performances will be given every Saturday morning at Starland at 10 o'clock.

#### Children's Week at the Library, Anderson

My dear Mr. Sanborn:

The children's week to which you referred in your recent letter was not conducted by the library, but by the free kindergartens of the city. It was held in the basement of the library, May 22-25.

The work of the little ones during the past year was displayed, together with the material and methods used in teaching. Every afternoon there was a demonstration by one of the classes of the way in which the work is actually carried on. After the demonstration the little ones were brought up to the children's room, where the children's librarian told them stories while the parents and visitors listened to a lecture and viewed the exhibition. One morning, a better babies contest was held.

Of course, the library used the opportunity to exhibit books and pamphlets on the care, training and education of children, also books recommended for a child's library or reading. Posters and lists of picture and easy books, and books for boys and girls were displayed. There were also posters showing the work of our best illustrators of children's books. It was not a very pretentious affair; we lack funds for printing helpful lists, advertising, etc. However, we think it was a very fair beginning.

Very truly yours,

MABEL A. WAYNE.

#### Music Roll Exchange—Mooresville.

Several libraries in Indiana own collections of music rolls for piano players, but not so many libraries, if indeed any other libraries, have such an exchange library as has been started at Mooresville. Any owner of a piano player, by donating at least three rolls for six months, is entitled to borrow from the collection two rolls for a period of two weeks. At the end of six months, the rolls

are returned to the owners, who, if they wish to continue as borrowers, must lend three other rolls for six months. This plan is working well and is pleasing the patrons.

#### Publicity Week At Lebanon.

The Lebanon Public Library conducted a "publicity week," which began June 5. Jones & Perkins, South Lebanon street, furniture dealers, donated the use of their show windows for the displays.

June 5 and 6 were devoted to the reference department of the library. Some of the best reference books were in exhibit, with posters announcing the many resources of this department. Miss Leota Price, reference librarian, was in charge of this work.

Wednesday and Thursday, June 7 and 8, the exhibit was devoted to books of fiction, periodicals and extension work. Mrs. F. P. Bynum, librarian, was in charge of this exhibit. Friday, June 9, was Children's Day. More than fifty children, all of whom use the library more or less, flocked to the furniture store of Jones & Perkins this afternoon to do their part toward giving publicity to the work of the local library. Small red chairs were taken from the library to the two display windows of the store, and with a background of children's books and pictures, a very pretty picture was formed. All afternoon the outside of the windows were crowded with people, who asked the meaning of it all. The slogan of the children which confronted everyone was, "We children use the library, do you?"

Saturday, June 10th, was devoted to Indiana and the centennial. Indiana books and Hoosier authors were given great prominence. The library board was in charge of Centennial Day.

The librarian writes as follows:

"I enclose some clippings from our city papers about our 'Publicity Week,' and feel you will get more news of it in that way than any thing I can write you. I am sure our people enjoyed the experience of thus meeting them 'half way,' and we have some new patrons as a result. Our children's day and centennial days were especially attractive and we have some pictures made. When they are completed, I will send you some. On

our Indiana day we had our library board in charge, and James Whitcomb Riley's books and pictures were emphasized—his picture framed in red roses and ferns. Mr. and Mrs. Ralston's pictures draped in silk flags on easels, were in one window. A Victrola gave selections by Riley: 'Out to Old Aunt Mary's,' and 'Little Orphan Annie,' also 'On The Banks of The Wabash,' our state song. Our citizens were pleased, and the library board also with our demonstration, and some of our 'professional window decorators' took the trouble to come in and compliment our work. So, while we all worked hard to make it a success, the expense was very small, just the drayage of books back and forth."

#### Vacation Privileges—Elkhart.

A notice in the Elkhart newspapers that the Elkhart Public Library will lend an indefinite number of books to any patron who who is to be absent from Elkhart during the summer vacation, simply calls to mind a practice common in many libraries in the United States, but not, perhaps, very common in Indiana. It is worth while, however, to call attention whenever possible to any library that is making an effort to be more liberal in the borrowing privileges which it grants its patrons. In too many libraries there are too many obstacles in the nature of restrictive rules to limit the circulation of books.

#### PUBLICATIONS WORTH WHILE.

##### An Aid in Book Selection.

The Cleveland Public Library has issued a 177 page pamphlet: "Books Added to the Cleveland Public Library During 1915: A Popular Selection," being the annual cumulation of the "Open Shelf." With very few exceptions, the titles are carefully and fully annotated. The notes are, as a rule, descriptive rather than critical. The arrangement is according to a scheme of classification outlined in the pamphlet. There is also an Author and Title Index. Libraries not subscribing to the monthly numbers of the Open Shelf may obtain this cumulation for 25 cents from the Cleveland Public Library. For the small library wishing a good selection

of the books of the year so annotated as to help the selector, this list is unusually helpful.

#### Bookbinding.

For a long time there has not been a more practically helpful book issued for librarians than "Library Bookbinding," by Arthur L. Bailey, librarian of the Wilmington (Delaware) Institute Free Library. For a good number of years, Mr. Bailey has been especially interested in bookbinding for libraries. He has long been a member of the A. L. A. Committee on Binding, and is the author of the chapter on Bookbinding in the A. L. A. Manual of Library Economy. These years of interest, investigation and experimentation have borne useful fruit in this latest work of Mr. Bailey. From cover to cover the subject matter is concrete and to the point. Specific information and directions are given, so that, although the book is comprehensive enough for librarians of larger libraries or for heads of binding departments, it is at the same time detailed and clear enough to be valuable for the librarian who knows nothing of binding. Careful directions are given, among other matters, upon specifications, materials, preparation for the bindery, repairing, magazine and pamphlet binders. Even the smallest library in Indiana should have this book among its collections of librarian's tools. The book is published by the H. W. Wilson Company, White Plains, N. Y., at \$1.25 net.

#### Drama League Study Courses.

From time to time the Drama League of America, through its Study Course Committee, issues at twenty-five cents a copy courses of study that cannot fail to help the librarian in her club and reference work. These outlines contain topics, suggestions, bibliographies and notes. The five courses so far published are:

Outline for the Study of Shakespeare's Comedies.

Outline for the Study of Shakespeare's Tragedies.

Guide to Shakespeare's Stage.

Before and After Ibsen.

Course in the Commedia Dell'Arte.

Membership of the library in the Drama

League entitles the library to these publications free.

### The Yard Beautiful.

The Indianapolis Chamber of Commerce has printed for distribution an eight-page leaflet entitled "The Yard Beautiful," compiled by Henry C. Balcom, landscape gardener, of Indianapolis. It contains: Do and Don't Rules; A List of Plants, special and mixtures, and a diagram of "The Right Way" and "The Wrong Way," reproduced from the "Minnesotan." As long as the supply lasts, it can be obtained from the Indianapolis Chamber of Commerce. Send a two-cent stamp for postage.

### A Centennial Invitation.

Every Public Library in Indiana should have several copies of "An Invitation to You and Your Folks from Jim and Some More of the Home Folks," compiled by George Ade, for the Indiana Historical Commission. This twenty-four page pamphlet contains contributions from James Whitecomb Riley, Samuel M. Ralston, Thomas R. Marshall, Chas. W. Fairbanks, Booth Tarkington, Gene Stratton Porter, Kin Hubbard (Ave Martin), J. P. Dunn, Meredith Nicholson, Elizabeth Miller, William Dudley Foulke, W. S. Blatchley, Juliet V. Strauss (The Country Contributor), Max Ehrmann, George B. Lockwood, and George Ade, who ends his volume with a "P. S."—meaning, "Please Start." These invitations may be had from Bobbs-Merrill Co., Indianapolis, for ten cents a copy.

## INDIANA'S NEW CONSTITUTION.

### A Brief Bibliography.

Citizens' League. (Address, 1006 Hume-Mansur Bldg., Indianapolis.)

Constitutional Convention for Indiana in 1915; Our Defective Tax System and the Remedy.

Constitutional Convention for Indiana in 1915; A Statement of the Movement and Its Purpose.

New Constitution for Indiana.

Dunn, Jacob P.

The Proposed Constitution of Indiana. Indianapolis. Sentinel Printing Co., 1911.

Indianapolis Public School Teachers.

New Constitution for Indiana: Resolution Adopted by the Civic Study and Discussion Club of Indianapolis School-teachers.

Indiana University—Extension Division.

A New Constitution for Indiana: An Outline and Some Student Speeches. (Bulletin.)

Stotsenburg, Evan B.

Proposed Amendments to the Constitution of the State of Indiana. New Albany. Published by the Author.

Thieme, Theo. T.

A New Constitution for Indiana: Obstacles in the Way. Fort Wayne. Published by the Author.

What Ails Us? Fort Wayne. Published by the Author.

### Making Books and Magazines. (A Motion Picture Film.)

This film (two 12-inch reels, about 2,500 feet) takes 40 to 45 minutes to show. It is divided into two parts.

1. The Making of a Book—shows all the processes of book making, from the arrival of the author with manuscript to the purchase of the completed book at a book shop and the customer reading it at home. Also typical scenes in the gardens of the Country Life Press, Garden City, N. Y., illustrating some of the activities and amusements of the employes. The tennis courts bowling green, Italian pool, printers' sun-dial, emergency hospital, and other scenes at the Press.

2. Making Magazines—shows scenes of editorial and manufacturing work on the magazines; wrapping and weighing magazines for the mails, U. S. Post Office in the Press, children playing on the lawn with John Martin, progressive proofs of the four color process, etc., etc.

Doubleday, Page and Company, Garden City, N. Y., will be glad to loan this film to churches, libraries, schools, clubs, colleges or any other organizations for educational display.



**HELP YOUR NEIGHBORS.**

Now that the cumulated five-year volume of the Readers' Guide to Periodical Literature is being purchased by most of the larger libraries, they are finding on their hands the five annual volumes which they no longer need. Librarians can be of real assistance to their poorer neighbors if they will write to the smaller libraries in their counties or neighboring counties offering these annual cumulations for transportation.

**WANTED.**

If any librarians or library trustees have copies of the Occurrent for October, 1915, volume 4, number 3, the Commission will be glad to pay the postage for returning them to Henry N. Sanborn, Secretary, Public Library Commission, Room 104 State House. We should also be glad of copies of any of the following numbers: Volume 1, numbers 1-4, 9; volume 2, numbers 1, 3, 11; volume 4, number 3.

**WHAT A LIBRARY IS FOR.**

Librarian Wheeler of the Reuben McMillan Institution says too many persons look upon a library in the wrong light. "Think of it as a great many books scattered about the city, and don't consider it merely as a building," he says. This is good advice, well expressed. But a small percentage of us appreciate the library or take advantage of its opportunities. —Youngstown (Ohio) Telegram.

**DISTRICT MEETINGS.****District A.**

Seven libraries were represented at the meeting at Culver, May 25th.

Librarian, first assistant and one trustee, Elkhart.

Librarian and one assistant, Gary.

Assistant librarian and three trustees, Plymouth.

Librarian, Hobart.

Two assistants, South Bend.

Librarian, five trustees, Culver.

Librarian, Culver Military Academy, Culver, Ind.

The meeting was very informal. Mr. Bailey led the discussion on "What to Buy" and "Special Problems." Miss Burt of the South Bend Library, discussed "Periodicals." Captain Hunt gave a very interesting talk on "The Academy Library."

At the close of the meeting a trip was made to C. M. A. Captain Hunt very kindly showed the visitors through his library, the beautiful new mess hall and other places of interest.

The United States inspector was visiting the High School Camp (Camp Newton D. Baker) at the Academy on that day, so we got to see all sorts of drills and parades by the High School boys as well as the battalion parade by the cadets.

ZOLA MOSS, Librarian, Culver.

**District C.**

The afternoon program included a talk by Dr. Wagenborg of Lansing, Mich., on Binding and the Making Up of Books; a talk by Miss Evans, of Elwood, on Edition, Aid in Book Selection and How to Buy Books, and one by Miss Carrie E. Scott on Children's Reading. Miss Scott is a member of the State Public Library Commission of Indiana and is an authority on children's literature. Miss Ford, of Kokomo, gave a talk on What a Librarian Should Read, and Miss Carr, of Alexandria, spoke on The Influence of Fairy Tales, Good and Bad.

A question box conducted by Miss Stevens, of Logansport, was enjoyed, and it was followed by a general discussion on Periodicals. Their Selection and Purchase.

**District E.**

The second meeting of the year in District E was held at Shelbyville, June 8th. The program consisted of the topics for discussion outlined in the Occurrent: When to Buy, Where to Buy, Accession Records, Selection and Purchase of Periodicals. The citizens' committee of the public library furnished the visitors with a most delectable luncheon, and after the session gave all their guests an automobile ride around Shelbyville. The libraries of Shelbyville, Franklin, Martinsville, Moores-



ville, Westfield, Mitchell, the State Library, and the Public Library Commission were represented by one or more persons.

BESSIE CALDWELL, Secretary.

#### District H.

District H held, on May 29th, its second meeting this year at Vevay, on the Ohio. Twenty-two board members and librarians attended the morning session, at which the Selection and Purchase of Books and Periodicals was the main topic. The discussion was free and informal and several took part. The afternoon meeting, which was open to the public, was very well attended. Mr. Sanborn gave an interesting talk on some of the practical ways in which the library can be of use to the town, and this was followed by a discussion of publicity methods which had been tried out by some of the librarians present.

This meeting was considered an unusual one, owing to the large number in attendance and the fact that more than half the delegates were board members. The splendid hospitality accorded us by the Vevay people was greatly appreciated by everyone and added much to the pleasure of the trip.

GERTRUDE AIKEN, Secretary.

#### District I.

The third meeting of District I since October was held at Washington on the afternoon of June 13. Miss Mason, of Princeton, led the discussion on the Occurrent outline on The Selection of Books. Mr. Sanborn, of the Commission, told those present what the Commission can do for the libraries and what the libraries can do for the Commission. He urged the libraries to make every possible use of the Commission, and never to hesitate to write any number of letters for information or assistance. At the close of the meeting, the library staff served their guests with a luncheon of sandwiches, cake and iced tea.

MARY E. WALLER, Secretary.

#### NEW LIBRARY BUILDINGS.

##### Franklin.

Franklin's new public library was formally opened on April 28, 1916. During the after-

noon a public reception was held from two until five o'clock. Representatives from the various clubs served on the reception committee and showed visitors through the different departments and gave necessary explanations. The interior structure of the building, furniture, and general arrangements, were the subject of favorable comment on all sides. In the evening the public were invited to the dedication services proper, which were held in the library auditorium, beginning at 7:30 o'clock. A program consisted of addresses by the various members of the board, and the librarian, Miss Leila B. Wilcox, and music by the Girls' Glee Club and other local talent.

The building is at Madison street and Home avenue, a square from the business district. It is of English style of architecture, and is built of brick and trimmed in Bedford stone. The main floor consists of the main room, the children's reading room on the east, the adult reading room on the west, the reference room, 19 x 31 feet, in the rear west corner, and the librarian's office in the rear east corner. The basement is provided with an auditorium, with a seating capacity of 300 persons, a men's club room and women's rest room, and boiler room. The building is heated by steam and lighted with indirect electric lights. The floor is covered with inlaid cork tile, the best floor covering to be obtained. In the vestibule leading to Home avenue, is a sanitary drinking fountain. A new piano and victrola, and a vacuum cleaner form part of the equipment. The building was constructed at the cost of \$19,500, \$17,500 being a gift of the Carnegie Corporation, and \$2,000 a special contribution from Mrs. Sarah Sibert of Franklin. Graham & Hill were the architects.

##### Mishawaka.

On the evening of May 5th, the new library building at Mishawaka was opened with an informal reception in which nearly five hundred people participated. The reception committee, composed of the building committee, library board, and librarians, mingled freely with the crowd, making any explanations which were called for. In the social room a victrola furnished the music, and light refreshments were served.

The new building is Old English in archi-

texture, with Queen Anne windows. It is built of velour texture brick, with terra cotta trimmings. The interior finish is of fumed oak, as well as the furniture, most of which was made by the Library Bureau. A. F. Wickes, of Gray, was the architect.

#### Valparaiso.

The new \$25,000 building, the gift of the Carnegie Corporation to Valparaiso and Center Township, was formally opened on the evening of May 26, 1916. Prof. B. F. Williams gave the dedicatory address and the Kendric Orchestra furnished the music. E. L. Tilton, of New York, was the architect.

#### NEWS OF INDIANA LIBRARIES.

**Albion.**—Grant C. Miller, of Chicago, has been selected as architect for the new Carnegie library building at Albion.

**Anderson.**—An Indiana room has been opened at the Anderson Public Library. It has been provided with two hundred and eighty volumes, works of Indiana authors, and books on Indiana history. The walls of this room are adorned with portraits of famous men of Indiana. Another innovation at this library is the establishment of a children's room with a children's librarian in charge. The east room of the building is devoted to children's books. A delivery desk has also been installed in this room. This will be a decided convenience to both the little folks and the library force, as it will provide for the children a special supervision and will give them a place after school where they will not crowd the front desk.

**Atlanta.**—A tax has been levied by Atlanta and Jackson Township for the support of a public library. A gift of \$10,000 from the Carnegie Corporation has been accepted for the erection of a library building.

**Bloomington.**—The city council has made a permanent appropriation of \$3,100 a year to maintain a Carnegie library building to cost \$31,000. This site has been purchased and work will begin at once.

**Colfax.**—The contract for the construction of the new library building at Colfax has been awarded to Gill & Gill, of Indianapolis, for \$8,466.95. Work on the building has begun and it is expected to be completed by September 1st. The building will be 32 x 56 feet, built of brick, trimmed with stone.

**Evansville.**—The public library board has decided to open a branch library in Howell and a deposit station in West Heights.

**Evansville.**—During the vacation months the use of the school buildings as public library centers has been granted by the school board.

**Fort Branch.**—Fort Branch and Union Township have levied a library tax. The library board has been appointed and a gift of \$10,000 has been accepted from the Carnegie Corporation.

**Fortville.**—The library board of Fortville and Vernon Township has accepted \$10,000 from the Carnegie Corporation.

**Fountain City.**—An heirloom exhibit was held at the school house May 24th and 25th, and attracted a great interest. Ten cents admission was charged, the proceeds to go for the benefit of the free library, which is maintained by the W. C. T. U. of Fountain City.

**Gary.**—George M. Pinneo, physical director of the Y. M. C. A., has loaned his Indian exhibit to the public library as a centennial exhibit. The collection is a very fine one and is valued at over \$500.

**Greenwood.**—The Carnegie Corporation has given \$10,000 to the town of Greenwood and Pleasant Township. A library tax has been recently levied and a library board appointed.

**Laporte.**—The board of the public library has been offered \$27,500 by the Carnegie Corporation for the erection of a new library building.

**Mentone.**—Mentone has levied a library tax and appointed a library board.

**New Albany.**—The Shakespeare Tercentenary was celebrated at New Albany under the auspices of the library board and the staff of the public library. An appropriate program, consisting of addresses, Shakespeare

songs, scenes from *Midsummer Night's Dream*, *Merchant of Venice*, and *Much Ado About Nothing* was successfully rendered before a large audience assembled in the Assembly Hall of the New Albany High School. Pupils and teachers of the high school assisted the library board and staff in making the celebration a success.

**Oxford.**—The contract for the construction of the new library building has been let to Thomas C. Johnson of Oxford for \$7,894.65.

**Pierceton.**—The Pierceton library board has purchased a site for the new library building which is to be constructed at the cost of \$10,000, the gift of the Carnegie Corporation, to the town of Pierceton and Washington Township.

**Tell City.**—Tell City has accepted the gift of \$10,000 offered by the Carnegie Corporation and will begin at once the erection of a library building on the corner of Ninth and Franklin streets, just across the street from the high school building.

**Warren.**—Warren has levied a library tax and a library board has been appointed.

**Warsaw.**—The library board has purchased a lot adjoining the site of the new Carnegie library. This makes the site a full quarter of a block in size. The contract for the library building has been let for \$15,000.

**West Lebanon.**—The library board of West Lebanon has let the contract for building, heating and plumbing to E. S. Moore of Danville, Ill., for \$7,000.

**Williamsport.**—The library board at Williamsport has selected the southeast corner of the P. W. Fleming property on Falls street as the site of the Carnegie library which will be erected at the cost of \$8,000. The site chosen is a very practical one, less than three blocks from the school house, and within full view from the business section, and only a short distance from it.

---

#### PERSONALS.

---

Mrs. Minette B. Gary has resigned her position as librarian of the Warsaw Public

Library. Since her resignation the library has been administered by Miss Miriam Netter and Miss Delight Rambo of Warsaw.

Miss Leatha Irwin has taken a position as substitute librarian at the Frankfort Public Library. Miss Jeanette Ashman, former substitute, has become a regular assistant.

Miss Augusta Norwell has been appointed children's librarian at the Anderson Public Library.

Miss Florence Webb, for the past two years librarian of the Cambridge City Public Library, has tendered her resignation to take effect June 1st. Mrs. Lillie M. Tweedy of Dublin, who has been an assistant in the library, has been appointed successor to Miss Webb.

Miss Caroline Meyer, who for the past three and a half years has filled the position of reference librarian in the Lebanon Public Library, has resigned her position and has been succeeded by Miss Leota Price, who has resigned her position as children's librarian in the same library.

Miss Alpha Perkins has been appointed children's librarian of the Lebanon Public Library.

Miss Myrtle Sloan has been appointed an assistant in the Mishawaka Public Library.

Miss Maud Fields has resigned her position as librarian of the Gas City Public Library and will enter Franklin College this fall. Miss Bessie Hoff, of Gas City, has been appointed to fill the position made vacant by Miss Field's resignation.

Mr. Orville C. Pratt, president of the Indiana Library Trustees Association, has resigned his position as superintendent of the Wabash public schools, to accept the position as superintendent of the Spokane, Washington, public schools. Mr. E. J. Llewelyn, superintendent of the Mount Vernon public schools, has been made president of the Trustees' Association.

Miss Katherine Burns, a graduate of Drexel Institute Library School, has been appointed an assistant in the Purdue University Library.

